



Career Opportunity - Re-advertisement

Title: Human Resources Manager

Department: Operations

Contract: Permanent

Reporting to: Head of People & Culture

Effective from: Immediate

Location: South Africa preferred with flexibility to work remotely

Purpose of the Role

The HR Manager will be responsible for leading and coordinating the end to end processes of the HR functions. These will include and not limited to the following: Workforce planning, Job Evaluations, Recruitment, Induction and Onboarding, managing Learning and Development, Performance Management, staff Relations, Talent and Succession Management, Benefits administration, Staff wellness, Employee Information Management, amongst other functional HR areas. The HR Manager will be an HR generalist who can ensure that HR policies and procedures throughout fit the needs and goals of the leadership team. The HR Manager will also work closely with the Head of People Culture to enhance staff performance, conceptualising and initiating staff morale initiatives and strong relationships with all the key stakeholders within Greenpeace Africa (GPAF) to ensure delivery of the talent and people agenda.

Main duties

Recruitment and Placement

- Identifying the best local sources of recruitment, according to the needs and objectives of GPAf's recruitment strategy, based on the analysis of the labour market with the objective of recruiting professionals and people with the potential to develop within the missions/Organisation.
- Ensuring on-boarding of new hires, i.e, ensuring employee orientation is effectively conducted to ensure that employees are productive from day one in the listed countries, and working with managers to ensure employees have commitments/objectives set within their first month on the job.
- Management of the staff contracting process including drafting employee contracts based on the agreed terms from the remuneration and benefits structure. Working with the counterpart P & C administrators to ensure that the right type of contract is issued to the staff.
- Flagging and monitoring employee end of probation appointments and coordinating with their managers on their confirmation letters after the probationary reviews are with their managers received.
- Ensuring that new positions and existing are properly graded and evaluated.

Learning and development

- Overseeing the training & development activities and ensuring that staff is utilising the budget allocated.
- Working with Line Managers to source for suitable training in alignment with identified skills gaps.

- Managing the relationship with external training providers and overseeing training delivery & evaluation activities which include staff training courses, workshops, and activities to ensure compliance with the training calendar and plans.
- Reviewing and recommending improvements into the induction programme while ensuring its implementation.
- Working with the Head of People and Culture to design and implement development programmes for leadership levels, graduate internships and mentorship programs that are relevant and support GPAF strategy.
- Track and provide analytical reporting on return on investment for all L&D initiatives.

HRIS Implementation

- Responsible for administration of GPAF HRIS including monitoring the organisation's HRIS needs and ensuring the existing system meets changing requirements.
- Developing, documenting, and maintaining all current and new HRIS business process workflows for efficiency and compliance.
- Acting as the internal expert on HRIS reporting, preparing reports and analysis.
- Ensuring staff are well trained on the system.
- Ensuring employee information is updated to employees through the HRIS.
- **Collaborating with finance on payroll (including benefits) administration for all offices and ensuring that payroll changes are processed accurately and in a timely manner.**
- **Support full transition of other country office payroll into one centralised payroll system within the HRIS**

Staff duty of care and wellness

- Developing and maintaining a conducive employee relations and wellness environment through providing the organisation as a whole, with guidance on labour laws and practices, staff welfare, discipline and grievances issues as well as involvement in maintaining positive relationships with the staff forum.
- Responsible for developing and ensuring consistent application of employee relations policies and procedures as well as monitoring of staff motivation levels with a view of promoting employee satisfaction and engagement.
- Working with the Head of People and Culture and Global HR to develop and implement wellness initiatives and programmes to proactive promote and ensure duty of care is provided to all staff.
- Partnering with the Security and Integrity offices to ensure staff is provided with necessary support to manage security crisis, conflict, work related stress etc.

Policies and legislation

- Keeping abreast with changes in legislation in the region GPAf operates.
- Advising Managers and employees on relevant labour law and ensuring compliance with relevant labour laws.
- Ensuring changes are reflected in internal policies and procedures.
- Ensuring new policies and procedures are updated on our Greenet intranet.

People & Culture and other Organisation projects

- Participating and support of P & C projects related to strategy implementation
- Participating in conducting necessary HR Audits and accountability reporting, HR benchmarking processes, and legal statutory reporting.
- Any other HR assignment that may be required to offer full HR support.

Qualifications and Experience

- Bachelor's degree in Human Resources, Organisational Development or Industrial Psychology.
- 5 years of experience in human resources management with extensive experience working across the full HR Value Chain.
- **Knowledge and experience in South Africa payroll administration, income tax laws, UIF, SDL, IRP5, EMP501 submissions and reconciliations.**
- Knowledge of HR policies and procedures and HR systems.

- In-depth knowledge of labour law and HR best practices across Africa.
- Excellent written and Communication skills – both written and verbal and good presentation skills.
- Embracing and commitment to justice, equity, diversity, inclusion Safety (JEDIS). Ensuring that the Organisation processes and policies embrace JEDIS principles
- Excellent interpersonal and listening skills and ability to collaborate and form effective partnerships, demonstrating tact, diplomacy and sensitivity to culturally diverse environments.

Required skills and behaviours

- Excellent communication skills.
- Strong analytical skills.
- Ability to multitask and execute requests on time.
- Ability to work independently.
- Approachable.
- High level of integrity.
- Upholds confidentiality.

Greenpeace Africa is an equal opportunity organisation committed to achieving diversity within its workforce, irrespective of gender, nationality, disability, sexual orientation, culture, religious and ethnic background.